



DEPARTMENT OF DEVELOPMENTAL SERVICES  
EXAMINATION ANNOUNCEMENT



STANDARDS COMPLIANCE COORDINATOR

3DS17

PROMOTIONAL

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

Departmental for: Department of Developmental Services

**COMPETITION LIMITED TO STATE EMPLOYEES**

Applicants must have a permanent civil service appointment with the Department of Developmental Services as of the final filing date in order to take this examination.

**FINAL FILING DATE:** September 12, 2003

Applications (Form STD-678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. Faxed applications or resumes will not be accepted.

Applications may be downloaded from State Personnel Board website at <http://www.spb.ca.gov>. Applications are available and MUST be filed in person or by mail with:

Department of Developmental Services  
1600 Ninth Street, Room 340, MS 3-14  
Sacramento, CA 95814  
**Attention: Crystal Dunlap, Exam Unit**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**QUALIFICATION APPRAISAL:** It is anticipated that interviews will be held during October 2003.

**SALARY RANGE:** \$4,509-5,441

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**Either I**

One year of experience in the California state service performing the duties of a Medical Record Consultant or Health Program Coordinator, Correctional Facility.

**Or II**

Two years of clinical nursing experience in the California state service performing the duties of a class comparable in level of responsibility to those of a Unit Supervisor, Supervising Registered Nurse, or Senior Medical Technical Assistant.

**Or III**

Two years of experience in the Department of Mental Health performing the duties of an Associate Mental Health Specialist.

**Or IV**

Two years of experience as a Medical Record Director in a health care facility.

**Or V**

Three years of clinical experience as a psychiatric social worker, psychologist, rehabilitation therapist, recreation therapist, individual program coordinator, or teacher in a health care facility.

**EXAMINATION INFORMATION:** This examination will consist of a Qualifications Appraisal Interview only.

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

**QUALIFICATIONS APPRAISAL - Weighted 100%**

**Scope:**

**A. Knowledge of:**

1. Laws, rules, regulations, and standards governing the operations of State hospitals/developmental centers, health care facilities, and health care institutions within the Department of Corrections.
2. Policies and procedures of the Department of Development Services, the Department of Mental Health, the Department of Corrections, or the Department of Veterans Affairs.
3. State hospital/developmental centers and correctional institution organization and management.
4. Principles and procedures of assessment evaluation, analysis, data collection, and report writing.

**B. Ability to:**

1. Establish and maintain cooperative relations with a multidisciplinary hospital staff and with officials of State, Federal, and local agencies.
2. Analyze situations accurately and recommend effective action.
3. Communicate effectively.

SEE REVERSE FOR ADDITIONAL INFORMATION

Standards Compliance Coordinator  
KJ50-8328

Final Filing Date: September 12, 2003

**THE POSITION:** Under direction in a State hospital/developmental center, Headquarters of the Department of Developmental Services, general acute/psychiatric health care correctional facility, or the California Veterans' Home and Medical Center, to coordinate and facilitate those activities relating to achieving and maintaining the licensing, certification, and accreditation of the facility; to assure compliance with other applicable standards of quality of care; to integrate these activities with other facilitywide quality assurance activities; and to do other related work.

**ADDITIONAL DESIRABLE QUALIFICATIONS**

Experience in hospital administration, nursing administration, or health facility evaluation and consultation.

**ELIGIBLE LIST INFORMATION:** This list will be abolished 24 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

The resulting eligible list will be used to fill vacancies at the Department of Developmental Services, the Developmental Centers and Community Facilities.

**GENERAL INFORMATION**

It is the **CANDIDATE'S RESPONSIBILITY** to contact the Department of Developmental Services' Testing Office three days prior to the test date if he/she has not received his/her notice.

It is the **CANDIDATE'S RESPONSIBILITY** to contact the Department of Developmental Services' Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**THE STATE PERSONNEL BOARD** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**EXAMINATION LOCATIONS:** Locations of interviews may be limited or extended as conditions warrant.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**INTERVIEW SCOPE:** In addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

---

**DEPARTMENT OF DEVELOPMENTAL SERVICES - 1600 9TH STREET, P.O. Box 944202, Sacramento, CA 94244-2020**  
Telephone: Public: (916) 654-1625 TDD: Voice of hearing Impaired (916) 654-2054

---

AGNEWS  
DEVELOPMENTAL  
CENTER  
3500 Zanker Road  
San Jose, CA 95134-2299  
Public: (408) 451-6000  
TDD: (408) 432-0942

FAIRVIEW  
DEVELOPMENTAL  
CENTER  
2501 Harbor Boulevard  
Costa Mesa, CA 92626  
Public: (714) 957-5121  
TDD: (714) 957-5246

LANTERMAN  
DEVELOPMENTAL  
CENTER  
3530 Pomona Boulevard  
Pomona, CA 91768  
Public: (909) 595-1221  
TDD: (909) 595-3971

PORTERVILE  
DEVELOPMENTAL  
CENTER  
26501 Avenue 140  
Porterville, CA 93258  
Public: (559) 782-2087  
TDD: (559) 781-7822

SIERRA VISTA  
DEVELOPMENTAL  
CENTER  
1251 Stabler Lane  
Yuba City, CA 95993  
Public: (530) 822-7000

CANYON SPRINGS  
DEVELOPMENTAL CENTER  
69-696 Ramon Rd.  
P.O. Box 1660  
Cathedral City, CA 92235-1660  
Public: (760) 770-6200  
TDD: (760) 770-2590

SONOMA  
DEVELOPMENTAL  
CENTER  
15000 Arnold Drive  
Eldridge, CA 95431  
Public: (707) 938-6692  
TDD: (707) 938-6200